



LIBRARY OF VIRGINIA

STATE RECORDS ARCHIVIST

Positions #00231 and #00232 (Full-Time), Pay Band 04

Library Specialist II; 29052

Salary Range \$45,000 to \$55,000 (commensurate with experience)

Multiple Recruitment

Open to the General Public

OPEN UNTIL FILLED

The Library of Virginia, the state library and archives of the commonwealth, is seeking a qualified archivist to work in the State Records Branch of the Government Records Services Division. The division consists of three departments: the State Records and Local Records archival programs, and Records Management Services. The selected candidate will work both independently and as part of team that advances the proper disposition, care, management, and public access to the archival records of the Commonwealth of Virginia. The Library's state government archival collections date from the early colonial period to modern government, including most notably the records of every Virginia governor from Patrick Henry to Ralph Northam.

This position will be part of a team responsible for applying the highest professional standards and archival best practices to identify, analyze, arrange, and describe the permanent records of Virginia state government to ensure their long-term preservation and facilitate their use by the public. Under the direction and guidance of the Director of Government Records Services, the incumbent will work with both early and modern collections, focusing on the backlog of paper-based state archival records, digital collections of state archival records, and the vast quantities of electronic archival records accessioned since 2005.

Responsibilities include:

- Identifying the content, arrangement, research potential, extent, and date range of paper and electronic state records collections and conducting necessary research to identify persons, places, events, and agencies documented in the records;
- Creating EAD, MARC and other finding-aids that facilitates public understanding and access to the records;
- Performing routine evaluation and conservation (repair/mending) of paper archival collections;
- Working with colleagues to evaluate best processing practices/options and assist in developing and implementing archival processing procedures for electronic records;
- Building archival collections of state government Web sites using Archive-It (<https://archive-it.org/>); and
- Contributing to agency outreach efforts, including speaking to stakeholder groups and at professional conferences and meetings, as well as providing content for the Library's social media outlets and blog, the UncommonWealth (<https://uncommonwealth.virginiamemory.com/>).

The Library of Virginia is an equal opportunity employer and is committed to hiring a diverse and inclusive workforce that is reflective of the Commonwealth of Virginia. To be successful in this position, in addition to the qualifications listed, you will need to value working for an agency that fosters a diverse, open, inclusive, team-oriented work environment. All qualified applicants are afforded equal opportunities without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability (except where physical requirements are a bona fide occupational qualification). Minorities, individuals with disabilities, veterans, and people with National Service experience are encouraged to apply.

BENEFITS

The Library of Virginia offers a strong benefits package complete with 12 paid holidays, annual leave, family, and personal leave, paid sick leave, parental leave, short- and long-term disability, retirement, deferred compensation, flexible work schedule, and much more.

Qualified state employees may be eligible for student loan forgiveness through the Federal Public Service Loan Forgiveness Program (PSLF). As a full-time employee with the Library of Virginia, you may be able to take advantage of this program! Visit the Public Service Loan Forgiveness Program site at <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service> for more information including eligibility requirements.

CORE RESPONSIBILITIES

50% - Arrangement and Description

35% - Digital Collections and Electronic Records

10% - Web Archiving
05% - Outreach and Customer Service

This is an exempt level position and is eligible for limited teleworking after the first six months of employment.

REQUIRED QUALIFICATIONS

Prior experience as an archivist in an entry-level position or formal training required.

Working knowledge of and experience with:

- Archival standards, theory, and practice;
- Archival automation, using EAD for finding aids and online cataloging using MARC format, and applying DACS to both;
- State government records;
- Legal processes and state and local history;
- Archival conservation and preservation guidelines;
- Electronic records preservation and processing; and
- Digital collection management.

Demonstrated ability to:

- Examine, analyze, arrange, and describe collections accurately;
- Communicate effectively, orally and in writing;
- Work as an effective member of a team;
- Work with accuracy and within expected timeframes; and
- Use relevant online databases and tools, such as Alma and Infolinx.

PREFERRED QUALIFICATIONS

- Master's degree in U.S. History, Archival Studies, Library Science, or related field as well as training in digital collection management and/or electronic records preservation and processing; and
- Working knowledge of and experience with **Virginia** legal processes and state and local history.

An equivalent combination of education, training, and experience may substitute for educational requirements.

APPLICATION INSTRUCTIONS

To apply, candidates must submit a completed Virginia state employment application online at [State Records Archivist - Richmond, Virginia, United States](#) for positions #00231 and #00232. **This position is open until filled. Applications will be accepted until a suitable pool of candidates is received. After 5 business days, these positions may be closed at any time.** Questions should be directed to humanresources@lva.virginia.gov. Please visit our website at www.lva.virginia.gov for additional information about the agency.

Fax, e-mail or mail applications will not be accepted. The online state application must contain all required information and fully respond to questions to be considered for this job opportunity. For assistance or computer access, please visit your local Virginia Employment Office or contact humanresources@lva.virginia.gov.

In support of the Commonwealth's commitment to inclusion, we are encouraging individuals with disabilities to apply through the Commonwealth Alternative Hiring Process. To be considered for this opportunity, applicants will need to provide their Certificate of Disability (COD) provided by a Vocational Rehabilitation Counselor within the Department for Aging & Rehabilitative Services (DARS), or the Department for the Blind & Vision Impaired (DBVI). Veterans are encouraged to answer Veteran status questions and submit their disability documentation, if applicable, to DARS/DBVI to get their Certificate of Disability. If you need to get a Certificate of Disability, use this link: <https://www.vadars.org/drs/cpid/PWContact.aspx>, or call DARS at 800- 552-5019, or DBVI at 800-622-2155.

In compliance with the Americans with Disabilities Act (ADA), the Library of Virginia will provide, if requested, reasonable accommodations to applicants in order to provide access to the application and/or interview process. If you require accommodations, please contact the Office of Human Resources at humanresources@lva.virginia.gov. **An EEO/AA/ADA Employer**

SPECIAL REQUIREMENTS

The Library of Virginia will record information from each new employee's Form I-9 (Employment Eligibility Verification) into the Federal E-Verify system to confirm identity and work authorization.

Sponsorship will not be provided for this position now or in the future. Confirmation of eligibility to work will be required at time of hire.

The selected candidate must successfully pass a criminal background check. A record of criminal history does not automatically bar an applicant from consideration.

Employment verification and reference checks, to include current/previous supervisors, will be conducted.

Questions should be directed to the Office of Human Resources at (804) 692-3582 or humanresources@lva.virginia.gov. Please visit our website at <http://www.lva.virginia.gov> for additional information about the agency.